

S-E-C-R-E-T  
Security Information

OFFICE OF TRAINING

NOTICE  
NO. 26-53

28 September 1953

SUBJECT: Procedure for Distribution of Training Evaluations

1. Pending completion of a Regulation covering use of Training Evaluation forms, all evaluations prepared after the completion of a course are to be sent in quadruplicate to the Assessment and Evaluation Staff, Room 106, Recreation and Service Building, for review and distribution. The evaluations, whether they are prepared on the standard form or in memorandum or other form, should contain the name of the Office of the individual whose performance is being evaluated. If prepared in memorandum form, the evaluation should be addressed to the student's Division Chief.

2. Distribution of the training evaluations will be made by Assessment and Evaluation as follows:

a. Two copies will be sent to the appropriate Training Liaison Officer for his use and for use by the Office or Division.

b. One copy will be sent to the appropriate Division Chief, OTR, who will route it to the Director of Training, through the DD/TR(S), in the case of TR(S) Divisions, and finally to the Chief, Processing and Records Division, Office of Personnel.

c. One copy will be sent to the OTR Registrar through the IBM Room of Assessment and Evaluation.

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MATTHEW BAIRD  
Director of Training

Distribution: All OTR Staff and Division Chiefs  
All Chief Instructors, OTR

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.